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Da: April 19, 2021

To: Procurement File

Fr: Jack Hobbs, County Administrator

Re: Sole Source Determination for Parking Lot Study

The above-captioned study is necessary to support the evaluation and need for work to County and school parking lots. Documentation on sole-source determination is contained on the attached for:

- Sidewalk and parking lot assessment for County and school pavements (Purchase Order#TBDperMJ-210419)

This memo is to be posted on the Madison County web site as the notice required under §2.2-4303E of the Code of Virginia.

§ 2.2-4303. Methods of procurement.

E. Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. The public body shall issue a written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the Department of General Services' central electronic procurement website or other appropriate websites, and in addition, public bodies may publish in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities.

Parking Lot Study

Pursuant to the following, it has been determined that there is only one source practicably available for this procurement:

Description Item Procured	Sidewalk and parking lot assessment for County and school pavements
Contractor Selected	Hurt & Proffitt, Inc.
Date of Award	April 19, 2021
Purchase Order #	Purchase Order#TBDperMJ-210419
Basis for Sole Source Determination	<p>This work extends earlier similar work done under the aegis of the Madison County School Board for Madison Primary School.</p> <p>The contractor is the only known provider practically available who has good familiarity with the problem at hand, the various sites, and county/school agents involved and has the capacity to deliver the study report in a reasonable time frame.</p>

The material attached to the purchase order, including the cost and price structure, has been found to be in a range expected for this procurement.